



Personnel Security Adjudications Independent Study Course PS001.08

Security through Knowledge

Defense Security Service Academy
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Personnel Security Team

❖ NOTICE ❖

We have made every effort to ensure that the content of this independent study course accords with all applicable policies in effect at the time it was printed. However, such policies may change in the interval between printings, and the technical accuracy of a given edition of the course cannot be guaranteed in all particulars. Questions regarding the technical accuracy should be directed to your Central Adjudication Facility or Security Officer. However, you should base your responses to the questions in the course examinations solely on the information provided in the course material and not on any other source.

(Note: DoD policy guidance concerning the security clearance restrictions mandated by the 2001 Defense Authorization (Title 10 U.S.C.986) U.S.C.986) was pending final implementation as of the December 2000 revision of this course material. Future course updates will include the particulars of this policy change.)

Revised: December 2000

Contents

	Page
GENERAL INFORMATION AND CONTENTS	1-6
Course Objective	6-7
Acronyms and Abbreviations	8-11
Introduction	12
LESSON 1	
Overview of the Personnel Security Program	1-1/1-48
LESSON 2	
Employing Activities' Initial Responsibilities	2-1/2-49
LESSON 3	
Personnel Security Investigations	3-1/3-77
LESSON 4	
Central Adjudication	4-1/4-43
LESSON 5	
Adjudicative Issues	5-1/5-79
LESSON 6	
Continuous Evaluation	6-1/6-24

Reading Assignments

DoD 5200.2R (January 1987 - Change 1, 2, &3)

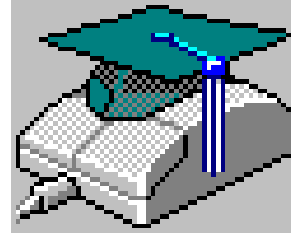
10 November 1998 Memorandum - Personnel Security
Investigations and Adjudications

DCID 6/4 (July 1998)

Recent Espionage Cases (July 1997)

22 August 2000 Memorandum – Personnel Security
Clearance Investigations

General Information



HISTORY

The Department of Defense Security Institute (DoDSI) created the DoD Personnel Security Adjudications Course (PSAC) in response to the August 1986 recommendations of the Defense Security Review Commission (commonly referred to as the Stillwell Commission). DoDSI developed the course in coordination with the Office of the Director, Counterintelligence and Investigative Programs, Office of the Secretary of Defense (OSD) which has responsibility for the DoD Personnel Security Program; the Office of the General Counsel, OSD; the major DoD Component Central Adjudication Facilities (CAF); and the Defense Personnel Security Education and Research Center. The course was to consist of two phases: a prerequisite independent study course followed by a resident training course.

In 1998, the responsibility for managing and conducting the adjudication training was transferred to the Defense Security Service Academy (DSSA).

PURPOSE

This independent study course is designed to provide basic knowledge of the DoD Personnel Security Program's major features and an introduction to several key areas presented in the resident course. Students nominated to attend the resident course must first successfully complete this course.

The resident course instruction will address some of the independent study course material in greater depth, and will include elements of the independent study course in the resident Practical Exercises (PE's)

ADMINISTRATION

This independent study course is administered through ENROL. When a student registers they can begin training immediately. The course materials are available online, downloadable, or by request on CD-Rom through the course website.

When the student is ready to take the exam they may go online and take the final examination. The test is scored automatically. The student will know if they passed or failed immediately. Within 48 hours, a successful grade will be entered into ENROL and the course will be closed.

A passing grade is **76%** or greater.

STUDYING THE LESSONS

Complete the independent study course in the sequence written. To get the most out of each lesson, follow this procedure:

Note the lesson objectives and refer to them from time to time as you go through the lesson text.

If there are reading assignments complete them for each lesson **prior** to beginning your study of the lesson.

Complete the review exercises for each lesson. Refer to the lesson text to check your answers. If you answer a lesson exercise incorrectly, review the lesson material again to be sure you know and understand the correct response.

Lesson exercises are for your review and practice only. Do not turn them in for grading.

CONTENT ASSISTANCE

If you have a question about the content of this course, contact the DSSA Personnel Security Team Course Administrator for assistance.



To phone us, use one of these numbers:

♦ DSN: 283-8189/8191 COM: (410) 865-3189/3191

♦ **To write to DSSA:**

Defense Security Service Academy (DSSA)
ATTN: Personnel Security Team
938 Elkridge Landing Rd
Linthicum, MD 21090

TIME LIMIT

You are allowed up to one year from date of enrollment to satisfactorily complete this independent study course. Extensions may be granted upon receipt of a written request justifying the extension.

You must successfully complete the current final examination within 90 days of your attendance at the resident course. If circumstances prevent your attendance and you have successfully completed the final examination, you must retake and pass the current final examination under the same time conditions before DSSA will allow you to attend the resident course.

LESSON AND END OF COURSE EXAMINATIONS

When you have completed all six lessons and believe you can meet their objectives, do the following:

- The final examination is online at the course web site. examination. It will have appropriate instructions for its completion.
- When you have completed the final examination, the system will grade the exam and let you know if you passed.

You may not retain or copy your answer sheets or the examinations.

The passing score for the final examination is 76% (for example, at least 38 items correct out of 50).

If you score less than 76%, you must retake and successfully complete the full examination.

CREDIT

The American Council on Education (ACE) assessed this course for college credit hour equivalents, and made the following credit recommendations:

DoD Personnel Security Adjudications (Independent Study Course)

In the vocational certificate category, three semester hours in Personnel Security Adjudications.

DoD Personnel Security Adjudications Course (Resident Phase)

In the lower division baccalaureate/associate degree category, three semester hours in Personnel Security Adjudications.

DSSA CERTIFICATE

When you have successfully completed the exam for this independent study course, an online Certificate of Accomplishment will be available for printing.

COURSE OBJECTIVES

When you have completed this course, you should be able to do the following:

- State the purpose of the DoD Personnel Security Program (PSP) and describe the roles of civilian, military and contractors within the PSP.
- Explain the major elements of the PSP.
- Explain what a Personnel Security Clearance (PCL) is, its purpose, and the conditions on which it is based.
- Explain the different types of threats to the national security and how to identify potential vulnerabilities.
- State the regulation that applies to civilian position sensitivity designations and who can designate each level.
- State the criteria for requesting personnel security investigations and identify those authorized to originate the request.
- State which investigative agencies are authorized to conduct Personnel Security Investigations for DoD and under what authority.
- Differentiate various types of investigative forms used in each type of personnel security investigation.

Explain the thirteen guidelines and describe the procedures used in determining eligibility for access to classified information and/or assignment to a sensitive position.

COMMON ABBREVIATIONS AND ACRONYMS

As you take this course, you'll see a lot of abbreviations and acronyms which are part of the adjudicator's jargon. Below is a listing of the most common, along with their meanings.

<u>Acronym</u>	<u>Meaning</u>
ADR	Adjudicative Desk Reference
AFCAF	Air Force Central Adjudication Facility – the CAF for the Department of the Air Force.
ANACI	Access National Agency Check w/Written Inquiries – PSI that OPM conducts for the DoD PSP. The ANACI is conducted exclusively on civilians and is used to determine eligibility for federal employment, assignment to noncritical sensitive positions, and to grant Secret and Confidential security clearances.
CAF	Central Adjudication Facility – used here in the generic sense to refer to any office, regardless of its proper name, which is responsible for performing centralized adjudications for security eligibility.
CCF	Central Clearance Facility – the Department of the Army's CAF.
CCMS	Case Control Management System – DSS automated investigative process.
C-PR	Confidential – Periodic Reinvestigation
DCII	Defense Clearance and Investigations Index – a computer listing maintained by DIS, containing investigative and adjudicative information on DoD affiliated personnel.
DIA	Defense Intelligence Agency

DISCO	Defense Industrial Security Clearance Office – the section of DSS responsible for granting security clearances to DoD contractors.
DoD	Department of Defense
DOHA	Defense Office of Hearings and Appeals – the office responsible for making denial/revocation decisions for DoD contractors.
DONCAF	Department of the Navy Central Adjudication Facility
DSS	Defense Security Service – the only agency within the DoD authorized to conduct PSIs.
DSS-PIC	DSS Personnel Investigations Center – the section DSS responsible for controlling PSIs and PSI requests, and providing files and completed PSIs to requesters.
ENAC	Expanded National Agency Check – a NAC which has been expanded by DIS to resolve issues.
ENTNAC	Entrance National Agency Check – an investigation conducted exclusively for first term enlistees in the Armed Forces who do not require security clearance eligibility.
EO	Executive Order – an order issued by the President to create a policy and regulate its administration within the Executive Branch.
EPSQ	Electronic Personnel Security Questionnaire – an essential component of the CCMC; it provides data in electronic format.
FOCI	Foreign Ownership, Control, or Influence – PSI containing foreign ownership or control.
FOIA/PA	Freedom of Information Act/Privacy Act – Federal laws regulating access to and handling of information.

FPM	Federal Personnel Manual – a manual issued and updated by OPM and designed to administer the personnel management of civilian employees of the Federal government.
JS	Joint Staff
LAA	Limited Access Authorization – access authorized to non-U.S. citizens who require access to classified information in performance official duties.
LAC	Local Agency Check – an investigative check of local police departments, courts, etc., to determine whether the subject has been involved in criminal conduct. The LAC is a part of all PSIs except ENTNACs.
LOI	Letter of Intent – a letter from a CAF to a subject, notifying of the CAF's intent to deny/revoke security clearance/eligibility, and the reasons for the proposed action (see SOR).
NAC	National Agency Check – a component of all investigation conducted for the DoD PSP.
NACI	National Agency Check w/Written Inquiries – an investigation conducted by OPM to determine employment suitability for DoD civilians in non-sensitive positions.
NACLC	National Agency Check with Local Agency and Credit Checks – the lowest level PSI conducted by DSS for the DoD PSP for clearance purposes. It is used to grant Secret and Confidential clearances to military, contractors, and seasonal Employees
NSA	National Security Agency
OPM	The U.S. Office of Personnel Management – one of the successor agencies to the Civil Service Commission. OPM conducts NACIs and ANACIs on DoD civilians and a broad range of PSIs for other federal agencies.

PR	Periodic Reinvestigation – an investigation normally conducted every five years to update eligibility for Top Secret security clearances and/or assignments to critical sensitive positions.
PSI	Personnel Security Investigation – any investigation used to determine the eligibility of military, civilians or contractors to be enlisted, retained, hired, granted access to classified information or allowed to perform sensitive duties. The PSIs used in the DoD are: ENTNAC, NACI, NACLC, ANACI, SSBI, C-PRs, PRs, S-PRs and SII.
PSP	Personnel Security Program – the DoD program established to ensure that only loyal, reliable and trustworthy people are granted access to classified information or allowed to perform sensitive duties.
ROI	Report of Investigation – report of the results of investigative inquiries. All PSIs and results from criminal and counter-intelligence agencies are ROIs.
SAP	Special Access Program – any program designed to control access, distribution and protection of particularly sensitive information established pursuant to EO 12356.
SCI	Sensitive Compartmented Information – classified information concerning or derived from intelligence sources, methods, or analytical processes which require special handling, per the Director of Central Intelligence.
S-PR	Secret – Periodic Reinvestigation
SSBI	Single Scope Background Investigation – the only PSI conducted by DSS for the DoD PSP for Top Secret and SCI duties. The SSBI covers a ten-year period.
SII	Special Investigative Inquiry – a PSI conducted by DSS to resolve specific issues raised in a previous PSI or raised subsequent to investigation and adjudication.
SOR	Statement of Reasons – a letter from a CAF to a subject, Notifying of the CAF's intent to deny/revoke security clearance/eligibility, and the reasons for the proposed action (see LOI).

TS **Top Secret** – the highest level of security clearance in the DOD PSP. The other levels are Confidential and Secret.

WHS **Washington Headquarters Service**

Introduction. . .

THE PERSONNEL SECURITY PROGRAM

As an adjudicator, you perform a critical role within the Department of Defense Personnel Security Program (DoD PSP). This course will introduce you to the DoD PSP and the role you play in it.

We will take a close at the PSP itself, what it is, why we have it and what its major elements are. In addition, we will give you a brief history of the PSP and review some of the major court decisions which have helped shape the program.

We will discuss the threats, both external and internal, which the DoD PSP was created to address. You will read about espionage efforts against the U.S., and actions taken to counter them.

The information presented in this course will help you place your role as an adjudicator in the overall DoD PSP, and underscore the importance of that role to national security.

In order to make the concepts we are trying to teach more concrete, we have created scenarios of certain situations from time to time for reinforcement.

So, welcome to the world of personnel security. We hope this course will be enjoyable, informative, and will prepare you for an exciting career as a personnel security specialist.